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23 JUL 1975

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MEMORANDUM FOR: Deputy Director for Administration

SUBJECT : Office of Security Position and Fund Requirements - FY 1976/1977

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1. The following full-time permanent positions and funds are required by the Office of Security in addition to those already recommended by the Office of the Comptroller in the 1976 Operating Plan and 1977 Program Plan for the Administration Directorate:

Resource Package	No.	Positions		Funds	
		FY 76	FY 77	FY 76	FY 77

Hqs. Security Support
(includes polygraph,
employee counseling and
ops support)

Record Keeping

Executive Direction
and Control



2. Resource Package #3 - Hqs. Security Support - When the Operational Support Branch/OSD and the Employee Activity Branch/PSD were combined during the Office of Security reorganization in 1973, the total personnel complement of the newly formed External Activities Branch was decreased by two positions in recognition of the fact that certain traditional EAB functions were no longer essential. Appropriate regulatory amendments have been drafted to accommodate this philosophy and will be published as a part of the overall revision of Agency Security regulations. Since 1973, however, new requirements relating to increased [redacted] activities, questionable activities of the Agency, conflict of interest situations, disgruntled employees, exposes by former Staff employees, increased publicity of Agency operations, an increase in crank mail, and more frequent travel to [redacted] have combined to dramatically increase the workload of EAB, resulting in serious backlogs. The review of unsolicited/crank mail, for example, is now one month in arrears; responses to such mail are now as much as four months behind.

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A detailed analysis of the functions now being performed by EAB discloses that each employee is actively performing a needed function. A 50% reduction in the staffing complement of EAB would therefore, in our view, be a serious mistake and we ask that the five positions proposed for elimination in FY 1977 be restored.

3. Resource Package #6 - Record Keeping - Included in the Office of Security objectives for FY 1976 and beyond (A67101) is a plan to identify and segregate a large volume of index and substantive security records which can be destroyed at the conclusion of current investigations of Agency activities. This need has been identified by the President's Commission on CIA Activities Within the United States, and will undoubtedly be reinforced by current congressional investigations. We estimate that this task will require the full-time efforts of four senior clerical employees over a period of 3 to 4 years.

4. Resource Package #8 - Executive Direction and Control - After five months of operation under the Freedom of Information Act (FOIA), we find that with 24 full-time employees devoted exclusively to this activity, and after applying very substantial amounts of professional overtime to FOIA requirements, we have a current backlog of approximately 600 requests. Not only does the influx of requests continue to increase, but in discussions with the Department of Justice on 21 July 1975, it became clear also that the scope of our present search and review efforts with respect to FOIA requests must be significantly expanded. In addition to these existing burdens, when the Privacy Act becomes effective on 27 September 1975, compliance with its provisions will add greatly to the workload of this Office. Although the FY 1976-1977 budgets provide for only six employees to be assigned to FOIA and Privacy Act activities, it now seems clear that in order to meet essential basic requirements, a minimum of 50 full-time employees will be required for an indefinite period.

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Acting Director of Security

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